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ONE HUNDRED TENTH CONGRESS

U.S. House of Representatives

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MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Standards of Official Conduct
Stephanie Tubbs Jones, Chairwoman
Doc Hastings, Ranking Republican Member *MDH*

SUBJECT: General Ethics Training for Congressional District Staff

The House Rules adopted at the beginning of the 110th Congress include a provision that requires the Standards Committee to provide annual ethics training to all House Members, officers, and employees. By January 31 of each year, all officers and employees must file with the Committee a certification of attendance at ethics training in the preceding year.

District office employee training guidelines are attached to this memorandum. As noted in the guidelines, a general ethics training video is now available on Housenet, located on the Personnel page, for congressional district office employees who are not able to attend one of the Committee's live training sessions. House employees who are located in Washington, D.C. must attend one of the Committee's live training sessions.

Members, officers, or employees with questions about the ethics training requirements should contact the Committee's Office of Advice and Education, at (202) 225-7103.

DISTRICT EMPLOYEE TRAINING GUIDELINES

On April 3, 2007, the Standards Committee issued guidelines on the annual ethics training requirement for all officers and employees. As discussed in those guidelines, all House employees, including district staff, must certify to the Standards Committee that they have received one hour of general ethics training.

District office employees may satisfy their certification requirement through attendance at a live training session when they are in Washington, D.C., by observing an on-line ethics training video developed by the Committee, or by other means as the Committee may provide. A general ethics training video for congressional district employees lasting approximately one hour is available through HouseNet, located on the "Personnel" page. District office employees are encouraged to observe the video in a group setting. Written training materials for district office employees are available on the Committee's website (www.house.gov/ethics) for use in conjunction with the presentation. The Committee will make available additional ethics training videos that satisfy the detailed ethics training requirement for officers and certain senior-level staff.

A certification form for completion by district office employees who observe the general ethics training video is available on the Committee's website. This form must be co-signed by the employee's immediate supervisor (that is, the Member's District director or person serving in an equivalent position) verifying that the employee has observed the entire presentation. The certification forms should be provided to your office's ethics certification officer, not directly to the Committee. Each ethics certification officer must compile all completed employee certification forms and submit them with a letter to the Standards Committee no later than January 31 of each year for training taking place in the preceding year.

If questions arise concerning the laws, rules, and standards of conduct addressed in the ethics training video, district office employees should contact the Committee's Office of Advice and Education at (202) 225-7103.